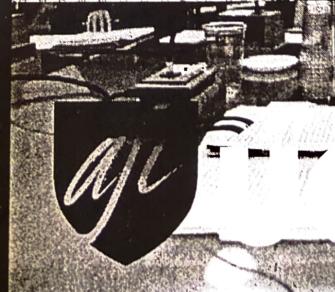


# Survival at UC:

## A Handbook for Non-Senate Faculty

Third Edition  
December, 1999

UNIVERSITY COUNCIL-AFT/CALIFORNIA FEDERATION OF TEACHERS, AFT/AFL-CIO



## **Article VII, Section E— “Evaluation Criteria”**

Article VII: “Appointment.” Sections A and B, of the Unit 18 Memorandum of Understanding, covering lecturers. Supervisors of Teacher Education are also covered by this MOU, but are not affected by Article VII. In this issue, we will look at Section E of Article VII, “Evaluation Criteria,” to help you build a strong file.

Section E of Article VII lays out the criteria for renewal of lecturer appointments, whether for a quarter, for a year, or for a three-year contract following six years of employment. Note that this section not only applies to the six-year review, but to any renewal. If you expect or would like to be employed by UC for more than one contract period, it is essential that you start building a strong file in your department office.

This file will automatically contain student evaluations from every course you teach. Indeed, some cynics think that these numbers are the only things that administrators look at when considering renewal. There is no doubt that student evaluations of lecturers are of prime importance, even in departments where ladder faculty are not required to have their courses evaluated or can use their own forms instead of the university form.

## **More Than Numbers Needed**

Numbers, however, should not be the only thing reviewers see

in your file. You have control over whatever else goes into your file. Although you can add whatever you want, remember that you are demonstrating your “competence in the field” and your “ability in teaching and other assigned duties.”

(Ignore the statement in Section E.1 about reappointment to the senior rank. This refers to several job titles labeled “Senior Lecturer” which are not used at most campuses and are not applicable to lecturers. Lecturers, before and after the six-year review, are called only “lecturers.” See Article I of the MOU.)

The criteria in Section E.2 are very general, but they can lead you in the right direction. After student evaluations, the second-most important items in your file are evaluations written by colleagues who have observed your teaching. These colleagues can be other lecturers or ladder faculty in your department, either assigned by your department or requested by you. Before you are observed, it is a good idea to talk to your observer about your plans for the class, especially if—as often happens—the subject matter or topic is unfamiliar to him or her.

## **Build That File**

Ask your colleague to assess what happens in the class and write up his or her evaluation for your file. Your observer may choose to give you a copy of the evaluation, but he or she is not required to do so. If you are a lecturer with only a quarterly